

Report for Week Ending 15 February 1956  
from  
FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Report Study

25X1A6a

25X1A6a

25X1A8a

25X1C4a

25X1C4a

25X1A8a

25X1A8a

1. Investigation of a report on the mal-functioning of the field-typed offset master portion of forms 1a and 1a-1 revealed that [REDACTED] were improperly handling the mats and were returning used smudge sheets and dual carbon sheets to Headquarters by [REDACTED] EE had been keeping this valueless material attached to the report mats, forwarding it through [REDACTED] to the K Building Printing Plant, who allowed it to remain with the report and thence on to [REDACTED] where presumably it was filed. This practice which in part accounted for mat difficulties, furthermore represents a waste of [REDACTED] and, if filed, a waste of file space. At our suggestion [REDACTED] and EE have taken corrective action to stop this needless and wasteful practice.

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2. Coordinated action will be taken with [REDACTED] and the K Building Plant to improve mat quality through proper instruction of typists and standardization of offset typewriter ribbons.

3. Obtained [REDACTED] agreement to obsolete form 1i Information Report. Form 1h will be used in the future. Requisition for 7,000 hecto mats for stock replenishment will be cancelled, saving \$490.00.

4. Forms 1a and 1a-1 are being revised. New sets will substitute a neutral (silicone) overcoating of the black hecto carbon for the aluminum wax overcoating previously used. This new coating is lighter and harder than the aluminum wax coating and should materially improve the quality of field reports.

General Information

1. Special efforts are presently being made to complete the evaluations on Employee Suggestions and return to the Incentive Awards Staff as promptly as possible. During the past week action was taken on three of these Suggestions; two were disapproved and one was returned for further evaluation within the DD/I Area. There are now five other Suggestions pending evaluation within this Branch.

Pending Actions

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DD/S Area  
1. Printing Services Requisition [REDACTED] - Several discussions with OL/PSD [REDACTED] resulted in an agreement being reached as to size, construction and format of form No. 70, the new Printing Services Requisition, and elimination of one part, reducing the form from 5 to 4 parts. It is estimated that this will save \$250.00 annually. Stock Management Sections request for a separate 6-part Form 70 was disapproved. They agreed to use the standard 4-part form plus an 8X5 cut sheet of lithographic carbon backed paper. This will save an additional \$100.00 annually.

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Pending (Continued)

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DD/I - DD/P

1. IAC - AHIP - WGIR

a. Attended the DD/P sponsored Seminar on Intelligence Reporting Problems on 6 and 9 February. All DD/P Area Reports Officers, OO Reports Officers, OCR and OL representatives also attended. This was an extremely significant meeting representing the first time DD/P and OO Reports Officers had ever attempted to discuss common reporting problems or resolve long standing differences. Considerable progress was made and agreements reached in several important areas. Other problems have been referred to a joint DD/P, OO, OCR committee to discuss and resolve. Further meetings are anticipated.

b. A WGIR meeting to consider initial steps to be followed in developing a standardized IAC Information Report format has been scheduled for 16 February. Representatives of State, Army, Navy and Air will attend.

DD/I Area

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1. No Title- Expediting of Fitness Reports Form No. 45e (new) ORR's draft of this form was modified to permit eventual Agency-wide application after preliminary testing within the DD/I Area. A limited supply of 700 has been ordered for ORR.

Completed Actions

DD/P Area

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1. Instruction Sheet, Form No. 707 (Revision) This form being revised from a 5"x8" to 8"x10 $\frac{1}{2}$ " size. This will provide for more than double the number of entires shown on the old form and lend itself to better filing in the folder among other papers of similar size.

TYPE	DD/I	Summary of Pending Actions			Total
		DD/P	DD/S	Stock	
New	5	10	8	2	25
Revision	1	8	7	8	24
Reprint	1	-	-	23	24
Total	7	18	15	33	73

TYPE	DD/I	Summary of Completed Actions			Total	Number of Copies
		DD/P	DD/S	Stock		
New	1	-	4	-	5	7750
Revision	-	-	1	5	6	56500
Reprint	-	1	3	3	7	40750
Total	1	1	8	8	18	105,000

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